

Celebrating Over 20 Years of After-School Adventure!

COLLEGE STATION

THE KIDS KLUB

**PARKS AND RECREATION
COMMUNITY EDUCATION**

2009 - 2010



2009 - 2010 Kids Klub Program



The Goals of Kids Klub

1. Promote physical, social, emotional, and cognitive development of the children who are involved in the program.
2. Provide experiences that contribute to the growth and development of healthy, intelligent, and productive members of society.
3. Support and strengthen the family unit through special activities and open communication between students, staff, and parents.
4. Provide an atmosphere where children can develop a sense of independence and learn about responsible self care.

What is Kids Klub?

Kids Klub is a joint venture of the City of College Station Parks & Recreation and the College Station ISD Community Education Departments. This program is designed to offer quality after-school care for K-6th school age children. Parks and recreation is responsible for the day to day program management. This includes the supervision of the children and the staff. Daily programming includes both large and small organized group activities. *Community Education is responsible for the fiscal administration, which includes acceptance of payments due.*

Our Staff

The **Kids Klub** staff is carefully selected from a variety of applicants. The typical **Kids Klub** staff member is a college student enrolled in TAMU or Blinn. Each **Kids Klub** site is managed by a supervisor who has experience working with children. We maintain an adequate staff to child ratio to ensure the quality of your child's care. This allows us to have excellent supervision as well as an opportunity for our staff to get to know your child well.

What We Provide

- A safe place for your child to play
- A wholesome snack daily
- A stress free environment
- Vigorous physical activity
- Rest and relaxation
- 177 days of after-school care, from 3:00 p.m. to 6:00 p.m.



The Purpose of Kids Klub is to meet the needs of the local community by providing a quality after-school program for elementary and intermediate age children at an affordable price.



Jana Church

Program Director

The Program Director is responsible for the program management. This responsibility includes the daily supervision of the Kids Klub staff and students, program development, parent relations and program evaluation. The Program Director is primarily responsible for the operations of Rock Prairie, Pebble Creek, Forest Ridge, Creek View and Cypress Grove Kids Klub programs. Jana Church is employed with the City of College Station - Parks and Recreation Department.

Program

Management

City of College Station

Parks and Recreation



Jenny Arnold

Assistant Program Director

The Assistant Program Director works closely with the Program Director in the management of program operations. This includes daily supervision of Kids Klub staff and students, program development, parent relations and program evaluation. The Assistant Director is primarily responsible for the operations of College Hills, South Knoll, Southwood Valley and Oakwood Kids Klub programs. Jenny Arnold is employed with the City of College Station - Parks and Recreation Department.

Fiscal

Administration

College Station ISD

Community Education

Judy McLeod

Community Education Director

The Finance Director is responsible for the fiscal administration. This includes collecting and accounting for all monies due to Kids Klub. Judy McLeod is employed with College Station Independent School District. She also serves as the Director of Career/Technology and Community Education.



Sara K. Foster

Kids Klub Secretary

The Kids Klub Secretary oversees the online registration process, payments and assisting the Kids Klub staff.



Rachel Tydlacka

Administrative Assistant

The Administrative Assistant assists in the day to day business and fiscal operations of Kids Klub including but not limited to online registration, payments and assisting the Kids Klub staff. Rachel Tydlacka is employed with the College Station Independent School District.



Registration Info

On-line registration and payments now available!!!

<http://my.csisd.org>

First day of registration is Thursday, July 30th. Please check our website in July to see the time your child's campus is registering.

Fees

- ♦ \$25 Non-refundable registration fee per child.
- ♦ \$1035 If paid in 9 installments of \$115 each. The first payment is due when you register. The remaining 8 payments are due on the 1st day of each month, beginning September 1.
- ♦ \$994 If paid in 2 payments of \$497 each. 1st payment due when you register. 2nd payment due January 7, 2010.

To ensure a place for your child, we encourage you to register early. Each school has a limited number of spaces. If there is a waiting list for that school, you will have the option of being placed on the waiting list and you will be contacted as soon as there is an opening.

Payment Methods

Pay On-Line: my.csisd.org

Pay with debit or credit card.

Mail: Check or Money Order to Kids Klub at:
1812 Welsh, College Station, TX 77840

In Person: With Check or Cash

- ♦ Office hours are 8:00 - 4:30, Mon. - Fri.
- ♦ Check - Please include your child's name.
- ♦ Cash - Correct demonation.
- ♦ No Debit or Credit Card payments takin in office or over the phone.

After-Hours: Drop box located at:
1812 Welsh in Building A - to the left of the double doors.
Please only place check or money order in drop box. Not responsible for cash payments left in drop box.

Payment Policies

1. First payment due at time of registration, subsequent payments due the 1st day of each month, beginning September 1st.
2. A \$15 late fee will be applied after the 3rd calendar day of the month.
3. Community Education will no longer mail and/or provide monthly/semester statements.
4. If payment is not received by the 10th, the student will be dropped from Kids Klub.
5. There will be a \$15 charge on all bank returned checks.
6. If your child is dropped from Kids Klub for non-payment, it is required that you pay a \$25 registration fee in addition to any past due balances.
7. Refunds: Should you withdraw your child from Kids Klub we will refund all the unused tuition, less a \$10 administration fee. There will be no refunds for circumstances beyond our control (i.e. weather closings, behavioral suspensions of less than one week, and building emergencies.)
8. Kids Klub site personnel are not authorized to accept payments at the school.
9. Our Tax I.D. number is: 74-6000528

Withdrawals

If you need to withdraw your child from Kids Klub, please notify the Community Education Office at:

979.764.5430

Insurance Information

If a child is injured at Kids Klub, the following procedures will be followed:

- ♦ Parent or legal guardian of the child will be notified and an Injury Report will be completed by Kids Klub Staff.
- ♦ If the child requires professional medical services, the site supervisor will give the parent/legal guardian an insurance claim form. The parent/legal guardian is responsible for getting this form completed by the physician.
- ♦ Parent/legal guardian returns the form and medical bills to the insurance agency to be processed.
- ♦ This will be filed as supplemental insurance only.
- ♦ For insurance questions, contact insurance provider.



Reduced Tuition

Kids Klub offers a reduced tuition rate for those students who qualify for the free/reduced lunch program.

In order to be eligible for the reduced rate tuition, you must demonstrate need for the after school care. That is, you must be working or attending school during the time Kids Klub is in session.

Applications for the reduced lunch rates may be obtained at the CISD Child Nutrition Services Office at 1812 Welsh.

Qualifiers must produce their approved letter from the Child Nutrition Office when they register for Kids Klub. A new qualifying letter from the Child Nutrition Office must be brought into the Community Education Office by September 16, 2009, to receive or continue to receive the reduced tuition rate.

Additional forms are required to receive the reduced rate tuition. These forms must be filled out in the Community Education Office located at 1812 Welsh, Building A. To receive the reduced rate, these forms must be completed and turned in to the Community Education Office within 24 hours or registering in order to secure your child's spot in Kids Klub.

Program Staff

Jana Church..... 979.764.3831
Program Director.....jchurch@cstx.gov
Jenny Arnold 979.764.6391
Assistant Program Directorjwarnold@cstx.gov
FAX (Program Purposes Only)..... 979.764.6378

Registration & Finance

Judy McLeod..... 979.764.5430
Community Education Director.....jmcLeod@csisd.org
Sara K. Foster..... 979.764.5430
Kids Klub Secretarysfoster@csisd.org
Rachel Tydlacka 979.764.5430
Adminstration Assistant.....rtydlacka@csisd.org
FAX (Program Purposes Only)..... 979.764.5483

Parents must use the Family Release Code System when informing us about their child's participation in Kids Klub via the phone or email.

Pick-Up Policy

- Children will be released to anyone listed on the registration form. This includes emergency contacts.
- Anyone picking up a child from Kids Klub must sign the child out with the appropriate Kids Klub staff member.
- Children will not be released to persons not listed on the registration form nor to people listed as not having permission to pick the child up.
- Anyone attempting to pick up a child must provide proper personal identification.
- Please refer to the communication information of this handbook if you wish for someone other than those listed on the registration form to pick your child up.
- Children must be picked up no later than 6:00 p.m. This rule is strictly enforced. Our policy for late pick up will be as follows:
 1. After the first occurrence, a verbal warning will be issued.
 2. If you are late twice, you will receive a telephone call from Kids Klub program management to discuss necessary alternatives.
 3. If there is a third occurrence, your child/children will be removed from the Kids Klub Program for the remainder of the school year.

Any person attempting to pick-up a child from Kids Klub must present proper personal identification.

Special Note: Kids Klub does not provide formal tutoring. We do, however, provide a time to do homework and assistance as needed. Kids Klub does not provide one-on-one care.

Kids Klub is not responsible for personal items that are damaged, lost or stolen.



Typical Kids Klub Day

Kids Klub participants are separated into Jr. Club (K-1st) and Sr. Club (2nd-4th) on the elementary level. Each day there are different choices for activities and clubs. Examples of additional choices are dance club, chess club, twirling club, and recycling club. Each semester there are different clubs to participate in. The clubs are formed according to special talents possessed by the staff.

Kids Klub also organizes special events such as 4th Grade Graduation, talent shows, plays, theme days, field trips, and much more. Guest speakers include police officers, firefighters, EMT personnel, and TAMU athletes.

Communication

One of the most important features of our program is our communication system. We want our program to be user friendly while maintaining a safe environment. We have listed phone numbers for each site so you can have ready access to the program.

We take our responsibility to care for your child very seriously. Unless your child is absent from school or you have made other arrangements, we are going to expect your child each day. If you have made alternate plans for your child after school, please use one of the following options to inform us. Alternate plans are defined as, but not limited to, walking home, riding the bus home, participating in an extracurricular activity, going home with a friend, etc.

- ♦ Family Release Code System.
- ♦ Personally inform us the day before at the site.
- ♦ Send a note with the child.
- ♦ Fax the Program Director's office, 764-6378, by 1:30 the day of absence.
- ♦ If you are unable to do any of the above, please call the Program Director, 764-3831, for assistance.
- ♦ **Absent Child Notification on website:**
www.cstx.gov/kidsklub.
- ♦ **Email site supervisor and please include Family Release Code.**

Program Cell Phone Numbers

Program Dir (Jana Church)	979-777-8080
Asst. Prog Dir (Jenny Arnold).....	979-204-6529
College Hills.....	979-450-5881
Creek View	979.204.7372
Cypress Grove.....	979-450-6833
Forest Ridge.....	979-450-6433
Pebble Creek.....	979-450-6533
Oakwood	979-450-6733
Rock Prairie.....	979-450-5884
South Knoll	979-450-5882
Southwood Valley.....	979-450-5883



2009-2010 Kids Klub "All Days"

There are 8 days during the school year that Kids Klub will operate all day from 7:30 a.m. to 6:00 p.m. The fee for each day is \$25 per child and must be paid at time of sign up.

Children participating in All Day Programs ONLY will be charged a one time nonrefundable registration fee of \$25. A reservation is made by paying the fee on or before the payment dates indicated below. If your child is unable to attend, Kids Klub must have one working day's notice in order for your account to be credited. There is a 100-child limit on "All Days". Sign up is on a first come-first serve basis. **We cannot accept drop-offs.**

Dear Parents,

We are glad your child is enrolled in our program. We hope that together we can make this a positive and enriching experience for everyone.

Jana Church, Program Director



Date	Sign-up Deadline	Location
Aug. 14	Aug. 7	Forest Ridge
Aug. 17-21	Aug. 7	Forest Ridge
Oct. 12	Oct. 5	Forest Ridge
Nov. 25-27	Thanksgiving Break Kids Klub is NOT in operation	
Dec. 21-Jan. 4	Winter Break Kids Klub is NOT in operation	
March 15-19	Spring Break Kids Klub is NOT in operation	
April 15	March 29	Forest Ridge

- Sign-up is on a first come-first serve basis.
- All Day fees are \$25.00 per child & must be paid when you register for the All Day.
- To sign-up for "All Days" go on-line: my.csisd.org.
- Assistance is available in the Community Education Office or at 979.764.5430.
- Sign-up for "All Days" is not accepted through the mail.
- Location this year for the "All Days" is Forest Ridge Elementary.



Participant Behavioral Expectations

Each Kids Klub site behaves as if it were a large, caring family. Like any family, there are rules that must be followed to ensure the rights of others are respected. By observing the rules, we will practice respect for others, the school, and the staff. Should it become necessary to correct a student, the staff will do so in accordance with the Kids Klub discipline management plan. Verbal and/or physical abuse of any staff member by either students or their parents can result in immediate dismissal. The students will gain respect for themselves by practicing the following rules:

Respect For Others

Students and staff will observe the Golden Rule: "Do unto others as you would have them do unto you."

Respect For The Staff

Students will remain with staff members until either a parent or an authorized person comes for them.

Students will follow all directions given them by staff members.

Respect For The School

Students will play only in areas of the school designated by the Principal and the Staff.

Students will continue to observe rules set by the Principal for that campus.



Kids Klub Discipline Management Plan

General Misbehavior

The Kids Klub Discipline Management Policy is designed to assist the Kids Klub staff in creating an atmosphere that is safe and fun for all participants. Occasional misbehavior by the children enrolled is expected. These situations will be handled in accordance with the Kids Klub Discipline Management Policy as stated in the Kids Klub Staff Handbook. The following are examples of consequences for excessive misbehavior.

- Kids Klub General Behavior discipline report, loss of privileges (e.g. participation in favorite activity, special event), completion of a letter of apology, parent conference with staff and/or Program Director, suspension from program

Physical Aggression

Physical aggression of any kind on the part of a Kids Klub participant toward other children or staff will not be tolerated. When this behavior occurs, parents of all children involved will be contacted immediately. If a child is approached by another child in an aggressive manner, the child is expected to defend oneself by removing themselves from the situation and contacting a staff member. The following actions will be taken with children that display physical aggression.

- **First Offense:** Contact the parent, immediate suspension from the program for the remainder of the day, Kids Klub Physical Aggression Discipline report, parent conference.
- **Second Offense:** Contact the parent, immediate suspension from the program - length to be determined by Program Director, Kids Klub Physical Aggression Discipline report, parent conference.
- **Third Offense:** Contact the parent, Kids Klub Physical Aggression Discipline report, parent conference, one week suspension from the program.
- **Fourth Offense:** Removal from the program.

Nonviolent Crisis Intervention Policy

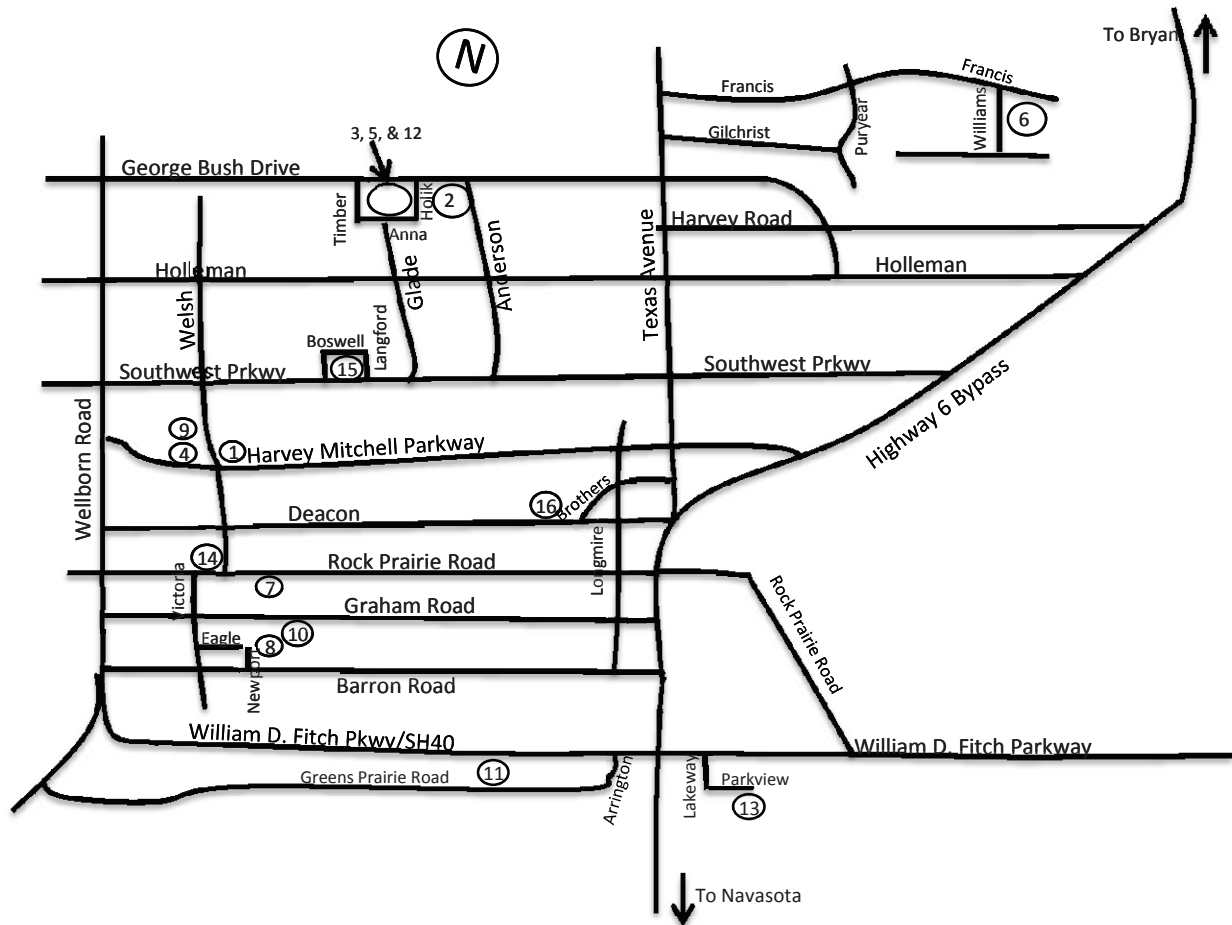
"The Nonviolent Crisis Intervention program is a safe, nonharmful behavior management system designed to help human service professionals provide for the best possible Care, Welfare, Safety and Security of disruptive, assaultive and out-of-control individuals." ~ Crisis Prevention Institute, Inc.

- Kids Klub staff are certified annually in Nonviolent Crisis Intervention.
- It is the policy of Kids Klub to use Crisis Intervention Restraint Protocol when the child has become a danger to themselves or others.
- *If Crisis Intervention Restraint Protocol must be implemented with a Kids Klub participant on more than three occasions, the participant is subject to removal from the Kids Klub program.*

Program Director reserves the right to alter and/or deviate from this policy as appropriate.



College Station Independent School District Facilities Map



Circled numbers above correspond to the numbers listed below. Area code 979.

1. A&M Consolidated High - 1801 Harvey Mitchell Parkway South	764-5500
2. A&M Consolidated Middle School - 105 Holik.....	764-5575
3. Alternative Education Programs - 105 Timber	764-5540
4. Athletic Complex - 2118 Welsh.....	764-5525
5. Barbara Bush Parent Center - 1200 George Bush Drive	764-5504
6. College Hills Elementary - 1101 Williams.....	764-5565
7. College Station Middle School - 900 Rock Prairie Road	764-5545
8. Creek View Elementary - 1001 Eagle Avenue.....	694-5890
9. CSISD Central Office - 1812 Welsh Avenue.....	764-5400
10. Cypress Grove Intermediate - 900 Graham Road South	694-5600
11. Forest Ridge Elementary - 1950 Greens Prairie Road West.....	694-5801
12. Oakwood Intermediate - 106 Holik.....	764-5530
13. Pebble Creek Elementary - 200 Parkview.....	764-5595
14. Rock Prairie Elementary - 3400 Welsh	764-5570
15. South Knoll Elementary - 1220 Boswell.....	764-5580
16. Southwood Valley Elementary - 2700 Brothers	764-5590



COLLEGE STATION INDEPENDENT SCHOOL DISTRICT 2009-2010 SCHOOL CALENDAR



JULY 09						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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AUGUST 09						
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30	31					

SEPTEMBER 09						
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20	21	22	23	24	25	26
27	28	29	30			

July	
3	Holiday
August	
10-12	New Teacher Institute
14-21	Staff Development
24	First Day of School
October	
12	Staff Development/ Student Holiday

OCTOBER 09						
S	M	T	W	T	F	S
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NOVEMBER 09						
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DECEMBER 09						
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27	28	29	30	31		

November	
25-27	Holiday
December	
21-31	Winter Break
January	
1	Winter Break
4	Staff Development/ Student Holiday
18	Holiday

JANUARY 10						
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31						

FEBRUARY 10						
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28						

MARCH 10						
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28	29	30	31			

March	
15-19	Spring Break
April	
2	Holiday/Weather Makeup Day
5	Staff Development/ Student Holiday
May	
28	Last Day of School
29	Staff Development
31	Holiday

APRIL 10						
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MAY 10						
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JUNE 10						
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27	28	29	30			

LEGEND	
○	Holiday
□	Staff Development/ Student Holiday
{ }	Begin/End Six Weeks

1 st Marking Period:	28 Days	4 th Marking Period:	31 Days
2 nd Marking Period:	26 Days	5 th Marking Period:	30 Days
3 rd Marking Period:	27 Days	6 th Marking Period:	35 Days





PROGRAM MANAGEMENT

FINANCIAL MANAGEMENT



JOINT VENTURE

CITY OF COLLEGE STATION
Home of Texas A&M University®



Kids Klub - CSISD Community Education - 1812 Welsh, College Station, Texas 77840, (979) 764-5430

City of College Station - Parks and Recreation Department - P.O. Box 9960, College Station, Texas 77842, (979) 764-3486

The College Station Independent School District and the City of College Station do not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in providing educational services. Glynn Walker, Director of Personnel, (1812 Welsh, College Station, Texas 77840, (979) 764-5411) has been designated to coordinate compliance with the nondiscrimination requirements of Title IX. Catherine George, Director of Special Services, (1812 Welsh, Suite 120, College Station, Texas 77840, (979) 764-5433) has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act.

